

1613 - STORES CLERK

NATURE OF WORK

This is responsible, varied clerical and manual work in handling stock at a storage yard, stock room, or warehouse.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Issues, on approved requisition, tools, parts, fittings, equipment and other stores materials.

Maintains and/or processes varied stock records such as bin and perpetual inventory cards, invoices, and requisitions.

Receives incoming parts and materials and enter received goods into stock.

Checks deliveries by vendors against requisitions for completeness and correctness.

Takes inventories.

Participates in general maintenance of storeroom and supplies.

Performs a variety of clerical and manual tasks relative to inventory control of stores.

Answers phone inquiries.

Loads and unloads trucks.

Operates automotive vehicles in pick ups and deliveries.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the names and uses of common hand and shop tools.

Some knowledge of the nomenclature and use of automotive equipment and parts.

Some knowledge of the methods and procedures of recording and charging for stores supplies. Ability to maintain routine records.

MINIMUM REQUIREMENTS

One (1) year full-time verifiable experience in stockroom, inventory, or general warehousing work. Ability to lift heavy objects up to approximately 90 pounds.

PHYSICAL REQUIREMENTS

Physical ability to perform heavy manual labor and heavy lifting in the loading and unloading of trucks and the moving of supplies and equipment. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant standing, walking, moving, handling, climbing, carrying, bending, kneeling, some crawling, reaching, pushing, and pulling. Ability to lift heavy objects.

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SUPERVISION RECEIVED

Work assignments are received in detail and work usually is performed under close supervision.

SUPERVISION EXERCISED

None.

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